



STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

REQUEST FOR PROPOSALS

FOR

Therapeutic Visitation in Three Counties, Atlantic, Burlington and Cape May

Funding of \$326,902 Available

There will be no Bidders Conference for this RFP

Bids are due November 30, 2012

Time: 12:00

Allison Blake, PhD., L.S.W.

Commissioner

October 9, 2012

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Funding Agency

State of New Jersey
Department of Children and Families
50 East State Street, 5th Floor
Trenton, New Jersey 08625-0717

Special Notice: Questions will be accepted by providing them via email to DCFASKRFP@dcf.state.nj.us on or before October 23, 2012.

Section I – General Information**A. Purpose:**

The New Jersey Department of Children and Families' (DCF), Division of Child Protection and Permanency (DCP&P) announces the availability of \$326,902 in grant funding for the purpose of providing therapeutic supervised visitation in Atlantic, Burlington, and Cape May Counties. There shall be one award for all three counties. Therapeutic Supervised Visitation is the experiential teaching of parenting skills and appropriate parent-child interaction through play during the court ordered time parents and children spend together.

Like all Supervised Visitation, the first goal is to provide physical and emotional safety for the child. In Therapeutic Supervised Visitation (TSV), a therapist plays a more active role, teaching the parent skills and appropriate parent-child interaction they need so that access can be increased progressively and safely as the parent demonstrates those skills. TSV is an appropriate tool for situations in which one of the goals is family reunification or increased contact for an estranged parent, particularly when that parent needs to increase or demonstrate appropriate parenting.

In addition to teaching skills, the Therapeutic Supervisor is also evaluating and documenting their progress on measurable scales. These measures of progress are the basis for the Therapeutic Supervisor to make assessments about the family's progression over the course of the visitation intervention. Therapeutic Supervision consists of a therapist treating two or more family members to increase positive interactions and improve overall family functioning. A range of techniques may be employed by the practitioner, focusing on decreasing family conflict, improving communication, developing the parent or caregiver ability to identify and appropriately redirect the child's inappropriate behaviors and decreasing the risk of abuse or neglect within the family. The grantee(s) are to identify evidence-based practices related to improving family functioning and intervention(s) that address trauma experienced by the child because of the initial removal and separation after each visit.

B. Background:

The Department is charged with serving and safeguarding the most vulnerable children and families in the State and ensuring that service delivery is directed towards their safety, protection, permanency and well-being. Each year DCF receives referrals alleging abuse and/or neglect of children. Consistent with its case practice, DCF seeks information from many sources to assist in the determination of the safety, risk, permanency, and well-being, and to determine service needs for the family.

Family reunification is a permanency goal for more than one-half million children in foster care in the United States (e.g., Downs, Costin, & McFadden, 1996; Hess and Proch, 1993). In order for family reunification to be successful, parent-child relationships must develop adequately while children are in foster care. Parent visitation, the scheduled, face-to-face contact between parents and their children in foster care, is considered the primary child welfare intervention for maintaining the development of adequate parent-child relationships (Hess & Proch, 1993; Mallon & Leashore, 2002).

Both federal and state laws are aimed at limiting the length of time children may remain in temporary foster care. Organized visits are considered so critical to the effort to reunite families that The Adoption and Safe Families Act (ASFA) passed in 1997 explicitly requires their inclusion in family preservation efforts. ASFA sets strict time limits on reunification services and directs states to seek alternative permanency arrangements when children remain in foster care 15 of the last 22 months. In order for children to be reunified safely with parents who are adequately prepared to care for them, appropriate, intensive, coordinated, well-integrated services must be available and accessible to families.

“Family friendly” visitation on a regular and frequent basis reinforces the parent-child bond, and has been shown to be one of the best predictors of achieving successful family reunification. Frequent parental visits also provide the opportunity for a continuing assessment of reunification readiness. Visits in the family home or in home like settings allow the parents to engage with their children in situations more closely mirroring the reality of home life.

The number of children in placement ranges from 184 in Cape May County to 423 in Burlington County, with Atlantic County having 413 children in care. Of the children in placement, there are 95 with a goal of reunification and 67 with a goal of adoption in Cape May County, 207 with a goal of reunification and 126 with a goal of adoption in Atlantic County and 220 children with a goal of reunification in Burlington County. The number of children with an adoption goal in Burlington is 94. Some children with a goal of adoption

continue to visit their families, and work towards reunification even as they move through termination proceedings.

C. Services to be Funded:

The grantee for this program is expected to provide, initiate and/or coordinate an array of services, including: TSV services which must be individualized to meet a family's needs consistent with the DCP&P case plan, geographically flexible, scheduled when most convenient for parents and children, and held in a home like setting and/or in the family's home when requested by the Division, allowing parents to practice parenting skills in situations that, as closely as possible, mirror real life challenges.

The grantee(s) must demonstrate the ability to provide culturally competent services and have the bilingual capability to provide TSV to Spanish-speaking families. The Grantee must incorporate therapeutic services for a family member who has been evaluated for and has begun treatment for substance abuse or mental health issues into the TSV model and describe the process for doing so in the narrative.

Given that the Grantee can be an integral part of a plan to assist the family in addressing their underlying needs and work towards achieving their goal. Participation of the Grantee in Family Team Meetings may be requested by the family as one of their formal supports.

Thus, the Grantee should describe in the narrative how it will incorporate attendance at Family Team Meetings into its TSV model.

Given that children demonstrate significant distress when a visit is missed by a parent or impeded by other commitments, it is imperative that visit times not be forgotten or misconstrued.

Thus, the grantee(s) is required to contact parents and foster parents on the business day before the scheduled visit, to remind them of the visit time, transportation arrangement, and/or pick up time. Such a reminder/courtesy call may result in leaving a message for the parent or foster parent (which must be documented.)

Program activities shall focus on supporting the parent-child relationship and on providing the parent with opportunities to learn and practice new skills. Parents shall be engaged in age appropriate activities with their children that support the basic need for a positive and mutually enjoyable relationship. Program activities shall incorporate routine tasks related to child care, i.e., feeding and diapering babies, food preparation and supervision of meals/snacks for older children, and help with homework when appropriate. Siblings who are at home and not in placement shall be involved and

encouraged to participate in visits. To respect a child's need for continuity of relationships, extended family might periodically also be included.

Visitation must occur in a home like setting. If it is to occur at the grantee(s) program facility/place of business, the facility must be decorated and furnished to create a family friendly ambiance. It must have available a stock of activities, games, puzzles, and books, which may appeal to children of many ages so that families may use them when engaging in enjoyable activities.

Visitation planning must be individualized to suit the family's needs, in terms of transitioning the family toward reunification, by way of gradually increasing supervised visits in the family home, to prepare the family for eventual unsupervised visitation time in the family home.

At the conclusion of each visit, the staff who has supervised the family's visit must discuss their observations with the parents and/or caregivers and provide them with feedback regarding the appropriateness of the interactions. Curriculum for the trauma focused, evidence-based therapeutic intervention must be attached to proposal and must be supported within the plan for regularly administering therapies.

Level of Service:

Grantee(s) are to indicate the number of therapeutic supervised visits the available funding supports on a weekly basis.

No shows will not be counted toward LOS.

The grantee(s) is expected to work in collaboration as a part of a treatment team, to assess and provide necessary services to DCF-involved, at-risk families. If all evaluation and treatment services for a given family are not supplied by the grantee(s), at DCF's request, the grantee(s) will work in collaboration with other treatment providers involved with families.

Transportation is an essential component of a visitation program. The grantee(s) will be responsible for transporting children to and from the visitation site. Transportation for parents is to be provided and/or arranged by grantee(s), as determined to be necessary, on a case by case basis by the Division. Transportation staff shall typically be comprised of a driver, licensed to operate a vehicle in the State of New Jersey, abiding by all highway and traffic safety regulations.

Documentation of services is essential in order to assist the Division and the Family Court in decision-making regarding permanency planning for the child. This includes:

a. A visitation plan developed in coordination with the family and DCP&P staff. Reports must be provided by grantee(s) to Division on a quarterly basis, and whenever requested by the Division, documenting dates of visits, observations during visits, significant events, and overall impressions of the family's interactions witnessed during visits. In planning visitation, families should be an integral part of the process, including preparing simple parent and child activities to be done during visits, conducting visits in community locations or in the parent's home, and supporting parents in participating with their children in daily family events, such as assisting with homework, or visiting the pediatrician. Emphasis on the parent's progress, rather than on compliance is important, and visitation should be seen within the overall context of working towards reunification.

b. Contact sheets are to be entered into NJ Spirit within 7 days of visit.

c. Grantee is required to sign the New Jersey Office of Information and Technology Memorandum of Understanding.

An e-mail message to the Division caseworker must be provided by grantee(s) within 24-hours of the visit, indicating whether or not the visit occurred and which family members were present.

The grantee will submit a termination summary to DCP&P within 30 days of termination of treatment. At a minimum the summary will include information regarding the presenting problem, significant findings, treatment provided and response to the treatment including a summary of progress towards achieving the treatment goals, clinical condition at termination, recommendations regarding any further need for treatment and services.

All applicants are advised that any software purchased in connection with the proposed project must receive prior approval by the New Jersey Office of Information Technology. Applicants are also advised that any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.

D. Funding Information:

For the purpose of this initiative, the Department will make available **\$326,902.00**. Matching funds are not required. However, proposals that demonstrate the leveraging of additional funding, agency resources or support are encouraged. Any additional resources must be documented by including a formal Letter of Commitment and reflected in the proposed budget and accompanying budget narrative.

Funds awarded under this program shall not be used to supplant or duplicate existing funding. Any expenses incurred prior to the effective date of the contract will not be reimbursed by DCF.

Applicants must provide a justification and detailed summary of all expenses that must be met in order to begin program operations. Costs may include the purchase of cars and should be limited and reasonable and will come out of the phased-in initiation of the program period, only if included in the submitted proposal. Applicants must provide information regarding the need for cars and child safety seats

General and Administrative (G&A) Costs may not exceed 10%.

E. Applicant Eligibility Requirements:

1. Applicants must be for profit or not for profit corporations that are duly registered to conduct business within the State of New Jersey.
2. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
3. Applicants may not be suspended, terminated or barred for deficiencies in performance of any award, and if applicable, all past issues must be resolved as demonstrated by written documentation.
4. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
5. Where appropriate, all applicants must hold current State licenses.
6. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
7. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
8. Applicants must comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, the State Affirmative Action policy.
9. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire on-line at www.dnb.com
10. Any fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFP, and the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (N.J.A.C. 10:3) may submit an application.

F. Related Documents and Forms:

The following documents may be obtained through the DCF website at www.nj.gov/dcf/providers/notices/ or by email request to DCFASKRFP@dcf.state.nj.us. The following application documents are either required or contain important information. (Note: All requests submitted to this email address must identify, in the Subject heading, the specific RFP for which information is being sought)

1. Bidders Frequently Asked Questions
2. Proposal Cover Sheet
3. General and Administrative Costs description
4. DCF Standard Language Document for Social Service Contracts
5. Standard Language Document Signature Pages
6. Annex B Excel Forms and Tutorial*
7. Contractor Certification and Disclosure of Political Contributions **
8. Ownership Disclosure Form **
9. Statement of Assurances*
10. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion*

* Standard forms for RFP's are available at www.nj.gov/dcf/providers/notices/ Forms for RFP's are directly under the Notices section. Forms for Budget are available at www.nj.gov/dcf/providers/contracting/

** Ownership Disclosure and Chapter 51 forms are available on the Department of the Treasury website at <http://www.state.nj.us/treasury/purchase/> (Note: non-profit entities are exempt from Chapter 51 disclosure requirements.). Click on Vendor Information and then on Forms.

G. RFP Schedule:

October 9, 2012	Notice of Availability of Funds/RFP publication
October 9-October 23, 2012	Question/Answer Period
November 30, 2012	Deadline for Receipt of Proposals

All proposals must be received by 12:00 PM on or before November 30, 2012. Applicants should submit **one (1) signed original** and **one CD ROM**, including a signed cover letter of transmittal as indicated below.

Proposals must be delivered either:

1) In person to:

Catherine Schafer, Director of Grants Management, Auditing and Records
Department of Children and Families
101 South Broad Street, 7th Floor
Trenton, New Jersey 08625

Please allow time for the elevator and access through the security guard. Applicants submitting proposals in person or by commercial carrier should submit **one (1) signed original** and **one CD ROM** with all documents including a signed cover letter of transmittal.

2) Commercial Carrier (hand delivery, federal express or UPS) to:

Catherine Schafer, Director of Grants Management, Auditing and Records
Department of Children and Families
101 South Broad Street, 7th Floor
Trenton, New Jersey 08625

Applicants submitting proposals in person or by commercial carrier should submit **one (1) signed original** and **one CD ROM** with all documents including a signed cover letter of transmittal.

3) Online- <https://ftpw.dhs.state.nj.us>

DCF offers the alternative for our bidders to submit proposals electronically to the web address above. Online training is on our website at: www.nj.gov/dcf/providers/notices

We recommend that you do not wait until the date of delivery in case there are technical difficulties during your submission. Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission. Registration forms are available on our website. Registered AOR forms must be received 5 business days prior to the date the bid is due. You need to register only if you are submitting a proposal online.

H. Administration:

1. Screening for Eligibility, Conformity and Completeness

DCF will screen proposals for eligibility and conformity with the specifications set forth in this RFP. A preliminary review will be conducted to determine whether the application is eligible for evaluation or immediate rejection.

The following criteria will be considered, where applicable, as part of the preliminary screening process:

- a. The application was received prior to the stated deadline
- b. The application is signed and authorized by the applicant's Chief Executive Officer or equivalent
- c. The applicant attended the Bidders Conference (if required)
- d. The application is complete in its entirety, including all required attachments and appendices
- e. The application conforms to the specifications set forth in the RFP

Upon completion of the initial screening, proposals meeting the requirements of the RFP will be distributed to the Proposal Evaluation Committee for its review and recommendations. Failure to meet the criteria outlined above, or the submission of incomplete or non-responsive applications constitutes grounds for immediate rejection of the proposal if such absence affects the ability of the committee to fairly judge the application.

In order for a bid to be considered for award, at least one representative of the Bidder must have been present at the Bidders Conference commencing at the time and in the place specified below. Failure to attend the Bidders Conference will result in automatic bid rejection.

2. Proposal Review Process

DCF will convene a Proposal Evaluation Committee in accordance with existing regulation and policy. The Committee will review each application in accordance with the established criteria outlined in Section II of this document. All reviewers, voting and advisory, will complete a conflict of interest form. Those individuals with conflicts or the appearance of a conflict will be disqualified from participation in the review process. The voting members of the Proposal Evaluation Committee will review proposals, deliberate as a group, and then

independently score applications to determine the final funding decisions.

The Department reserves the right to request that applicants present their proposal in person for final scoring. In the event of a tie in the scoring by the Committee, the bidders that are the subject of the tie will provide a presentation of their proposal to the evaluation committee. The evaluation committee will request specific information and/or specific questions to be answered during a presentation by the provider and a brief time-constrained presentation. The presentation will be scored out of 50 possible points, based on the following criteria and the highest score will be recommended for approval as the winning bidder.

Requested information was covered-	10 Points
Approach to the contract and program design was thoroughly and clearly explained and was consistent with the RFP requirements-	20 Points
Background of organization and staffing explained-	10 Points
Speakers were knowledgeable about topic-	5 Points
Speakers responded well to questions -	5 Points

The Department also reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so.

The Department’s best interests in this context include, but are not limited to: State loss of funding for the contract; the inability of the applicant to provide adequate services; the applicant’s lack of good standing with the Department, and any indication, including solely an allegation, of misrepresentation of information and/or non-compliance with any State of New Jersey contracts, policies and procedures, or State and/or Federal laws and regulations.

All applicants will be notified in writing of the Department’s intent to award a contract.

I. Appeals:

An appeal of the selection process will be heard only if it is alleged that the Department has violated a statutory or regulatory provision in awarding the grant. An appeal will not be heard based upon a challenge

to the evaluation of a proposal. Applicants may appeal by submitting a written request to

Office of Legal Affairs
Contract Appeals
50 East State Street 4th Floor
Trenton NJ 08625

no later than five (5) calendar days following receipt of the notification or by the deadline posted in this announcement.

J. Post Award Review:

As a courtesy, DCF may offer unsuccessful applicants an opportunity to review the Evaluation Committee's rating of their individual proposals. All Post Award Reviews will be conducted by appointment.

Applicants may request a Post Award Review by contacting:
DCFASKRFP@dcf.state.nj.us

Post Award Reviews will not be conducted after May, 2013.

K. Post Award Requirements:

Selected applicants will be required to comply with the terms and conditions of the Department of Children and Families' contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual. Applicants may review these items via the Internet at www.nj.gov/dcf/providers/contracting/manuals

Selected applicants will also be required to comply with all applicable State and Federal laws and statutes, assurances, certifications and regulations regarding funding.

Upon receipt of the award announcement, and where appropriate, selected applicants will be minimally required to submit one (1) copy of the following documents:

- Proof of Insurance naming the Department of Children and Families as an additional insured
- Board Resolution Validation
- DCF Standard Language Document and Signature Pages
- Current agency by-laws
- Copy of lease or mortgage (if applicable)
- Certificate of Incorporation

- Conflict of Interest policy
- Affirmative Action policy and certificate
- A copy of all applicable professional licenses
- Current single audit report
- Current IRS Form 990
- Copy of the agency's annual report to the Secretary of State
- Public Law 2005, Chapter 51, Contractor Certification and Disclosure of Political Contributions (not required for non-profit entities)]

The actual award of funds is contingent upon a successful Contract negotiation. If, during the negotiations, it is found that the selected Applicant is incapable of providing the services or has misrepresented any material fact or its ability to manage the program, the notice of intent to award may be rescinded.

Section II – Application Instructions

A. Proposal Requirements and Review Criteria:

All applications will be evaluated and scored in accordance with the following criteria:

The narrative portion of the proposal should be double-spaced with margins of 1 inch on the top and bottom and 1½ inches on the left and right. The font may be no smaller than 12 points. There is a 20 page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Five (5) points will be deducted for each missing document. If the deductions total 20 points or more, the proposal shall be rejected as non-responsive. The narrative must be organized appropriately and address the key concepts outlined in the RFP. Items included in the transmittal cover letter, Annex B budget pages, and attachments do not count towards the narrative page limit.

Proposals may be bound or fastened by a heavy-duty binder clip. Do not submit proposals in loose-leaf binders, plastic sleeves or folders.

Each proposal narrative must contain the following items organized by heading in the same order as presented below:

1) Applicant Organization and Staffing (20 Points)

Describe the agency's history, mission and goals, and where appropriate, a record of accomplishments in working in collaboration with the Department of Children and Families and/or relevant projects with other state governmental entities.

Describe the agency's background and experience in implementing the types of services.

Provide an indication of the organization's demonstrated commitment to cultural competency and diversity.

Describe the agency's governance structure and its administrative, management and organizational capacity to enter into a third party direct state services contract with the Department of Children and Families. Note the existence (if any) of professional advisory boards that support the operations. If applicable, indicate the relationship of the staff to the governing body. Attach a current organizational chart.

Provide an indication of the agency's demonstrated capability to provide services that are consistent with the Department's goals and objectives for the program to be funded. Include information on current programs managed by the agency, the funding sources and if available, any evaluation or outcome data.

Experience in Therapeutic Supervision is required, with community-based experience preferred. Supervisors must be clinically and culturally competent and responsive, with training and experience necessary to manage complex cases in the community across child serving systems.

Indicate the number, qualifications and skills that all relevant staff, consultants, sub-grantees and/or volunteers who will perform the proposed service activities. Specify any staff or support positions that will be provided in-kind. Explain how the proposed staffing structure will ensure the program's capability to serve the community adequately.

Describe the management and supervision methods that will be utilized.

Identify any anticipated professional services contractors and the proposed scope of work. Submit consultant agreements, if applicable, as part of the Appendix.

2) Program Implementation Plan

(30 Points)

Applicants describe the proposed program and demonstrate a thorough understanding of and commitment to these conceptual, practice and administrative standards. Curriculum for the trauma focused, evidence-based therapeutic intervention must be attached to proposal and must be supported within the plan for regularly administering therapies.

Using the following outline, provide a clear picture of the planning process and the proposed implementation strategies and collaborative partnerships that will be utilized to ensure a successful program:

a) Partnership, Collaboration & Planning

Discuss initial steps that have been or will be taken to build relationships with treatment teams and community partners to develop and implement a system that includes a system of support networks for families in an effort to prevent isolation and dependency. Identify the steps needed to continue to move the process forward and list these in a timeline.

b) Evaluations and Assessments

Discuss proposed plans for implementing the evaluations, emergency assessments, off site evaluations that will be provided. The proposal must articulate the methodology for addressing trauma issues and how they will be addressed.

Describe the anticipated timeframe between assessment and referral.

c) Scheduling

Provide information that confirms that your organization can meet the following criteria:

The grantee is expected to have sufficient staff to schedule appointments within two weeks of referral. Complete written reports must be provided within 45 calendar days of the referral from DCF.

The grantee(s) for this program is expected to provide the follow up treatment that is recommended, as a result of the aforementioned Evaluations and Assessments. Nonetheless, treatment is not contingent on an Evaluation or Assessment conducted by the grantee (s). This follow up treatment may require that the grantee provide in home treatment. Please specify how the in home therapy shall be provided. The grantee is also expected to provide treatment to families for whom the grantee has not performed Evaluations and Assessments, at the request of DCF.

Describe how you will work with and coordinate with clients and DCF staff and on a quarterly basis, the grantee(s) is expected to provide treatment progress reports, which will address DCF's presenting concerns and the family's progress toward reaching identified goals and reducing risk. Service hours must be flexible in order to accommodate clients who are not available during normal business hours.

Describe how your organization shall demonstrate the ability to provide culturally competent services.

Describe how your organization shall meet or exceed the requirements for contact. Grantee(s) is required to contact families on the business day before all scheduled Evaluation Assessments, or treatment appointments, to remind them of the appointments. Such reminders/courtesy calls may result in leaving messages for the family.

d) Linkage to Other Community-Based Services

Demonstrate an understanding of essential programs/services provided in the target community that will support this program. Identify existing programs and their specific target populations.

e) Transportation

Describe your transportation plan. Transportation is an essential component of a visitation program. The grantee(s) will be responsible for transporting children to and from the visitation site. Transportation for parents is to be provided and/or arranged by grantee(s), as determined to be necessary, on a case by case basis by the Division. Transportation staff shall typically be comprised of a driver, licensed to operate a vehicle in the State of New Jersey, abiding by all highway and traffic safety regulations

3) Program Approach (20 Points)

Specify a program approach that includes an overview of the proposed services and their anticipated impact on the target population, including:

- A description of the services to be provided, including the specific goals and objectives of each;
- A description of the activities or methods that program personnel will employ to achieve the service objectives;
- A description of any service coordination, collaborative efforts or processes that will be used to provide the proposed services (attach any affiliation agreements or Memoranda of Understanding);
- Information on the accessibility of services, including the hours and days that services will be available to clients, and the geographic location(s) where services will be provided. Include a description of transportation options available to clients and handicapped accessibility;

Indicate the number, qualifications and skills of all staff, consultants, sub-grantees and/or volunteers who will perform the proposed service activities. Attach, in the Appendices section of the application, an organizational chart for the proposed program operation; job descriptions

that include all educational and experiential requirements; salary ranges; and resumes of any existing staff who will perform the proposed services.

Describe the management and supervision methods that will be utilized.

Provide a feasible timeline for implementing the proposed services. Attach a separate Program Implementation Schedule.

Describe how the proposed program will meet the needs of various and diverse cultures within the target community based on the Law Against Discrimination (N.J.S.A. 10:51 et seq.).

4) Outcome Evaluation (20 Points)

All grantees will be required to participate in the evaluation process. The following criteria will be used to evaluate the program. Provide the performance objective percentages as part of the proposal and any other criteria that your organization will offer to provide:

- a__% of clients that have completed an intervention will have their children at home at 6 months post discharge
- b__% of clients that have completed an intervention will have their children at home at 12 months post discharge
- c__% of clients who have completed an intervention will have no substantiated allegations of abuse or neglect at 6 months post discharge
- d__% of families who have completed an intervention will have no substantiated allegations of abuse or neglect at 12 months post discharge
- e__% of school-aged children will improve in their school attendance

5) Budget (10 Points)

The Department will consider the cost efficiency of the proposed budget as it relates to the anticipated level of services (LOS). Therefore, applicants must clearly indicate how this funding will be used to meet the project goals and/or requirements. Provide a line item budget **and** narrative for the proposed project/program.

The budget should be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. The budget should also reflect a 12 month operating schedule and must include, in separate columns, total funds needed for each line item, the funds requested in this grant, and funds secured from other sources. All costs associated with the completion of the project must be clearly delineated and the budget narrative must clearly articulate budget items, including a description of miscellaneous expenses or "other" items.

The grantee is expected to adhere to all applicable State cost principles.

Standard DCF Annex B (budget) forms are available at: <http://www.state.nj.us/dcf/providers/contracting/forms/> and a description of General and Administrative Costs are available at <http://www.state.nj.us/dcf/providers/notices/>

Applicants must provide a justification and detailed summary of all expenses that must be met in order to begin program operations. Costs may include the purchase of cars and should be limited and reasonable and will come out of the phased-in initiation of the program period, only if included in the submitted proposal. Applicants must provide information regarding the need for cars and child safety seats

General and Administrative (G&A) Costs may not exceed 10%.

Identify the total amount and source of any additional financial resources that will be committed to the proposed project as a leveraging mechanism.

B. Supporting Documents:

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent and a CD ROM containing all the documents in PDF or Word format. Failure to submit any of the required documents requested in this RFP will result in a loss of five (5) points per item from the total points awarded for the proposal.

All supporting documents submitted in response to this RFP must be organized in the following manner:

Part I: Proposal

1. Proposal Cover Sheet*
2. Table of Contents
3. Proposal Narrative (in following order)
 - a. Applicant Organization and Staffing
 - b. Program Implementation Plan
 - c. Program Approach
 - d. Outcome Evaluation
 - e. Budget

Part II: Appendices

1. Job descriptions of key personnel, resumes and current salary ranges
2. Current and proposed agency organizational charts

3. Staffing patterns
4. Current/dated list of agency Board of Directors/Terms of Office
5. Copy of agency Code of Ethics and/or Conflict of Interest policy
6. Letters of Commitment/Affiliation Agreements
7. Statement of Assurances*
8. Certification regarding Debarment*
9. Copy of IRS Determination Letter regarding applicant's charitable contribution or non-profit status (if appropriate)
10. All required Certification and Disclosure Forms in accordance with PL 2005, c.51 ("Chapter 51") and Executive Order 117 (2008), if appropriate**
 Note: non-profit entities are exempt from Chapter 51 disclosure requirements).
11. Copies of all applicable licenses/organization's licensure status (if appropriate)
12. DCF Annex B Budget Forms*
13. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire on-line at <http://www.dnb.com>.
14. Proposed Program Implementation Schedule (if appropriate)
15. Copies of any audits or reviews completed or in process by DCF or other State entities from 2010 to the present. If available, a corrective action plan should be provided and any other pertinent information that will explain or clarify the applicant's position
16. Applicable Consulting Contracts, Memoranda of Agreement, Letters of Commitment and other supporting documents.
17. Current Form 990
18. Current Audited Financials or Current Single Audit Report

* Standard forms for RFP's are available at <http://www.nj.gov/dcf/providers/notices> Forms for RFP's are directly under the Notices section. Forms for Budget are available at <http://www.state.nj.us/dcf/providers/contracting/>

** Chapter 51 forms are available on the Department of the Treasury website at <http://www.state.nj.us/treasury/purchase/> (Note: non-profit entities are exempt from Chapter 51 disclosure requirements.). Click on Vendor Information and then on Forms.

C. Requests for Information and Clarification

Question and Answer:

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures through a time-limited electronic Question and Answer Period. Answers will be posted on the website at: <http://www.state.nj.us/dcf/providers/notices/>

Questions must be submitted in writing via email to: DCFASKRFP@dcf.state.nj.us.

All inquiries submitted to this email address must identify, in the Subject heading, the specific RFP for which the question/clarification is being sought.

Written questions must be directly tied to the RFP. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates.

All other types of inquiries will not be accepted. **Applicants may not contact the Department directly, in person, or by telephone, concerning this RFP.** Inquiries should only be addressed for technical support through DCFASKRFP@dcf.state.nj.us. Inquiries will not be accepted after the closing date of the Question and Answer Period. Written inquiries will be answered and posted on the DCF website as a written addendum to the RFP.